

SIGN APPLICATION REQUIREMENTS

(please print or type on application)

1. Applicant must complete application.
2. BUILDING/WALL Sign Application must include:
 - a) Two (2) copies of colored dimensional drawings of proposed signage and a photo and/or drawing of existing wall indicating the location of said sign on building/wall (Colored drawings must show actual colors used on signage)
One (1) additional copy of each of the above reduced to an 8 ½" x 11".
3. FREESTANDING Sign Application must include:
 - a) Two (2) copies of site plan drawn by an Engineer/Surveyor with accompanying seals, indicating location of proposed sign, right-of-way, and lot size
 - b) Two (2) foundation plans
 - c) Two (2) copies of colored dimensional drawings of proposed signage (Colored drawings must show actual colors used on signage)
One (1) additional copy of each of the above reduced to an 8 ½"x11".
4. Freestanding Sign/s with ELECTRONIC MESSAGING must comply with current sign code as attached.
5. All sign permit applications must include a letter of authorization from the property or sign owner stating permission is granted to said sign company to install said sign on their property.
6. An active Code Compliance Bond in the amount of \$10,000 must be on file with Cobb County.
7. Applicant is required to go to the Cobb County Zoning Division located at 191 Lawrence Street, 3rd Floor, with said completed application, for a sign off in regards to the zoning classification and any stipulations. Code Enforcement will not accept any sign applications without the sign off of the Zoning Division staff.

**COBB COUNTY CODE ALLOWS FIVE (5) BUSINESS DAYS
IN PROCESSING ALL FULLY COMPLETED
SIGN PERMITS**

COBB COUNTY APPLICATION FOR SIGN PERMIT

(please print or type)

Name of Business Appearing on Sign: _____

Address: _____

District: _____

Land Lot: _____

Parcel: _____

Zoning: _____

Any sign stipulations associated with this property? Yes _____ No _____

Zoning Staff: _____

Date: _____

ERECTING SIGN COMPANY'S Name: _____

Address: _____

Phone: _____

Business License #: _____

Cobb#: _____

SIGN OWNER'S Name: _____

Phone: _____

Address: _____

PROPERTY OWNER'S Name: _____

Phone: _____

Address: _____

Total Sign Overall Sign Structure
Verbiage Area / (Verbiage Area Included)

Freestanding (sq. ft.): (1)	/	Height of Sign (ft.): (1)	Cost of Sign: (1)
(2)	/	(2)	(2)

Electronic Messaging Portion (sq. ft.) _____ Must provide certification of brightness w/in 30 days of erected sign.

24 Hour Emergency Contact as required by code: Name _____

Phone _____

Lot size (acres): _____

Road Frontage _____

Building Sign (s) sq. ft.: (1)	(2)	(3)	(4)	(5)
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Linear feet of Wall: (1)	(2)	(3)	(4)	(5)
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Cost of Sign (s)	\$	\$	\$	\$
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Materials:	Metal:	Neon:	Wood:	Plastic:	Other:
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Canopy Sign (s) sq. ft. : (1)	(2)	(3)	(4)	(5)
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Cost of Sign (s):	\$	\$	\$	\$
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Linear feet of Wall: (1)	(2)	(3)	(4)	(5)
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Electrical Sign?	Yes	No	U.L.#
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Owner and/or agent agree that he, she, or they will comply with all requirements of the Cobb County Sign Ordinance currently in effect. Owner and/or agent affirm the above signage complies with all Zoning/Variance Stipulations assigned to the above property. Freestanding signs will be located _____ feet from the centerline or any road or street or one foot off the right-of-way whichever is greater. Residential entrance signs will be located one (1) foot from the right-of-way, and will not block the view of a residence, commercial, or industrial building. It is further agreed that the sign will not block the view of any existing legally erected sign or street intersection, and will be located on private property.

Permit Issue Date: _____

Permit Fee: \$ _____

Signed: _____
Owner/Agent

Approved: _____
Code Enforcement

Sec. 134-313. General Regulations

- (o) **Electronic signs:** Electronic signs may be used in accordance with the following provisions, provided that legal nonconforming of premise outdoor advertising signs shall not be converted to electronic signs except in accordance with the provisions of Section 134-318.1.
- (1) The following shall apply to all electronic signs:
 - (a) Electronic signs shall only be used as freestanding signs and shall not be allowed as canopy, wall or awning signs as defined in this ordinance.
 - (b) Electronic signs shall contain static messages only, and shall not have movement nor flashing on any part of the sign structure, design, or pictorial segment of the sign, nor shall have varying light intensity during the display of any single message. Transitions between messages shall not use frame effects or other methods which result in movement of a displayed image during such transition.
 - (c) Electronic signs must operate within brightness levels as established in this ordinance.
 - (d) Each sign must have a light sensing device that will adjust the brightness of the display as the natural ambient light conditions change.
 - (e) The owner of said electronic sign shall provide to the Code Enforcement Division Manager, information for a 24 hour contact able to turn off the electronic sign promptly if a malfunction occurs. If, at any time more than 50% of the digital display lights malfunction or are no longer working, the owner of said electronic sign shall turn off the electronic display until repairs are made.
 - (f) In the course of processing a complaint, the staff of Cobb County may request a certification of the brightness (under measurement conditions) by an independent contractor (if such has not been certified within the preceding 12 months). If the investigation and certification indicates that the electronic sign exceeds the brightness levels specified in this ordinance, the owner of the sign, within twenty four (24) hours of a request by the staff of Cobb County, shall turn off the sign until the brightness of the sign is corrected to comply with this ordinance at owner's expense.
 - (g) Any electronic sign whose face or structure is physically removed for whatever cause must alter the sign to comply with this ordinance.
 - (h) Any electronic sign that does not comply with this ordinance may re-permit the sign in accordance with the operational standards listed above at no charge until December 31, 2011.
 - (i) No electronic sign shall utilize, house or contain any interactive features or components or function as an interactive sign.
 - (j) Electronic signs shall not be allowed in residential zones.
 - (2) **Electronic signs located on non-residentially zoned property:** Electronic signs may be utilized for and in conjunction with any sign permitted by this ordinance on non-residentially property, provided that each such electronic sign shall comply with the following requirements in addition to and in conjunction with those specified in 134-313 subsection (1) hereinabove.
 - (a) Must be located on a property/lot with at least 200 feet of public road frontage on one road (If abutting more than one public road, sign may only be erected along a road with more than 200 feet of frontage) and cannot be within 200 feet of another electronic sign that may be permitted on the same property/lot. For the purposes of measurement, mitered corners will not be included in road frontage calculations.
 - (b) Electronic messaging portion of sign shall not exceed 32 square feet per allowable sign and may not have more than 2 electronic sign areas per sign.
 - (c) Each individual static message must be displayed for not less than twenty (20) seconds.
 - (d) Electronic signs located on non-residentially zoned property may not operate at brightness levels of more than 0.20 foot candles above ambient light levels (at measurement conditions) as measured at a distance of 125 feet.
 - (e) If the electronic sign is located in the line of site of a residentially occupied structure on a residentially zoned property, such electronic sign shall not operate at brightness levels of more than 0.1 foot candles above ambient light levels (at measurement conditions) as measured at the nearest portion of such residential structure.